



# DEPARTMENT OF MILITARY AFFAIRS

*Office of Inspector General*

September 27, 2022

Major General James O. Eifert  
The Adjutant General  
Department of Military Affairs  
St. Francis Barracks  
P.O. Box 1008  
St. Augustine, Florida 32085-1008

Dear General Eifert:

In accordance with Section 20.055(8), Florida Statutes, I am pleased to present the Annual Report for the Office of Inspector General. This report reflects the activities and accomplishments of the Office of Inspector General for fiscal year 2021-2022.

We remain committed to the goals of the Department of Military Affairs and to our work to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency.

We appreciate your continued support of our organization. If you have any questions, or require additional information regarding the above matter, please contact me at (904) 823-0126.

Respectfully submitted,

Jennifer L. Ranick  
Inspector General  
Department of Military Affairs

Distribution:  
Melinda Miguel  
Chief Inspector General of Florida



# DEPARTMENT OF MILITARY AFFAIRS

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## ANNUAL REPORT FY 2021-22



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## EXECUTIVE SUMMARY

In accordance with Section 20.055(8)(a), Florida Statutes, this report summarizes the activities and accomplishments of the Florida Department of Military Affairs' (Department) Office of Inspector General during the 2021-2022 fiscal year.

- Received, reviewed, and processed 115 complaints and requests for assistance by state employees, management, and members of the Florida National Guard.
- Performed an Internal Assessment of the internal audit activity of the Office of Inspector General.
- Assessed the reliability and validity of the Department's performance measures.
- Served as a liaison between the Auditor General's Office and the Department.
- Completed current audits, including two statewide enterprise audits, as detailed in the Internal Audit Section.
- Performed a semiannual and annual review of the Family Readiness Program to meet statutory requirements.

## BACKGROUND

The Department, headquartered at St. Frances Barracks in St. Augustine, Florida, is composed of the Florida Army National Guard and the Florida Air National Guard. Both branches are administered by the Adjutant General, an appointee of the Governor of Florida, and fall under the command of the Governor.

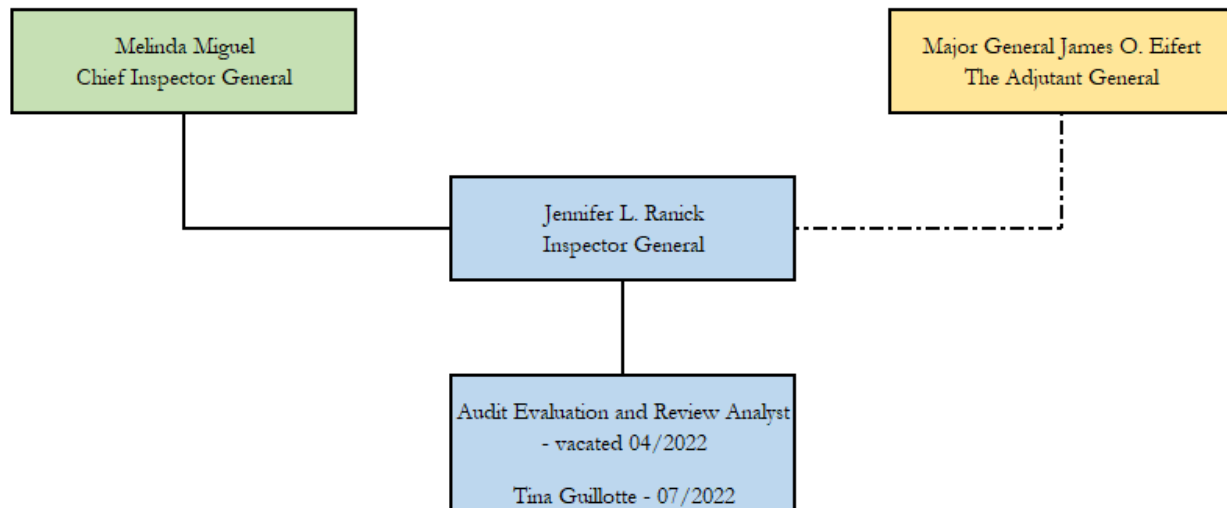
The Department provides management oversight of the Florida National Guard, and provides units and personnel ready to support national security objectives; to protect the public safety of citizens; and to contribute to national, state and community programs that add value to the United States of America and to the State of Florida.

The Office of Inspector General provides a central point for coordination of, and responsibility for, activities that promote accountability, integrity, and efficiency in government. We keep the Adjutant General and the Chief Inspector General informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the Department, recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made, if any, in implementing corrective action.

## MISSION STATEMENT

The mission of the Office of Inspector General is to assist the Department and its employees in maintaining the highest level of accountability, integrity, efficiency, and compliance within programs and activities.

## ORGANIZATIONAL STRUCTURE



The Office of Inspector General is staffed with two positions: the Inspector General, who performs specific statutorily mandated duties and investigations, and the Audit Evaluation and Review Analyst position, who performs audits and assists the Inspector General in their activities. The Inspector General is a Certified Inspector General, Certified Inspector General Investigator, and Certified Inspector General Auditor.

The Audit Evaluation and Review Analyst hired in July 2021 was terminated in April 2022. That vacancy was subsequently filled in July 2022.

## PROFESSIONAL TRAINING

The Association of Inspectors General requires continuing professional education at a minimum of forty hours every two years that directly enhances staff's professional proficiency. Furthermore, the International Standards for the Professional Practice of Internal Auditing and Governmental Auditing Standards require internal audit staff to maintain their professional proficiency through continuing education and training. Each staff member must complete at least 40 hours of continuing professional education every two years.

During the 2021-2022 fiscal year, the Inspector General received the benefit from trainings which included:

- Auditing and Accounting
- Fraud Prevention and Detection

- Cyber Awareness and Security
- CISA Training
- Behavioral Ethics

## PROFESSIONAL AFFILIATIONS

With certifications noted previously, the Office of Inspector General staff is also affiliated with the following professional organizations:

- National Association of Inspectors General (AIG)
- Florida Chapter of the Association of Inspectors General
- Florida Institute of Certified Public Accountants (FICPA)
- Association of Governmental Auditors (AGA)

## INTERNAL AUDIT ACTIVITY

### ***Audit Work Plans and Risk Assessments***

Section 20.055(6)(i), Florida Statutes, requires that the Inspector General develop long-term and annual audit plans based on the findings of periodic risk assessments. Standard 2010, International Professional Practices Framework, published by The Institute of Internal Auditors, Inc. (IIA Standards), requires that risk-based plans be established to determine the priorities of the internal audit activity, consistent with the organization's goals. The plan will show the individual audits to be conducted during each year and related resources to be devoted to the respective audits.

An audit plan was prepared for work to be performed for the period July 1, 2021 through June 30, 2022. By statute, the plan was submitted to the agency head for approval with copies of the approved plan submitted to the Governor's Chief Inspector General and the Auditor General.

A risk assessment was conducted which included all programs within the Department. The risk assessment process is used to evaluate potential work based upon the knowledge of the current events and accumulated knowledge of senior staff to ensure that the Office of Inspector General's mission is met. The risk assessment methodology included:

- Reviewing program objectives, financial information, applicable laws, various reports including internal and external audit reports, and other available program data.
- Inquiring with directorates and key employees regarding the complexity of their operations and obtaining their insight into operations and associated risks.
- Considering the potential for loss or theft of assets, possibility of not meeting program objectives, and whether or not there were any health, safety or welfare issues for the public, employees, clients, users, or recipients of program benefits.
- Ranking the information based on the unit's relative risk factors such as: size of budget and flow of funds; complexity and decentralization of operations; existence of certain internal control

elements (i.e., policies and procedures, monitoring systems); experience of management; and the last time the program was audited by the Office of Inspector General, the Auditor General, or other oversight authority.

### ***Vendor Preference in Contracting***

An audit of Vendor Preference in Contracting was conducted for the 2018-2019, 2019-2020, and 2020-2021 fiscal years. This audit satisfied the requirements of House Bill 1079, passed during the 2020-2021 Legislation Session, which amended section 287.136, Florida Statutes, to require a periodic risk-based compliance audit of all contracts executed by a state agency to identify any trends in vendor preferences.

This audit report was released in March 2022 and resulted in one finding which was agreed upon by management.

### ***Temporary Employment Contract***

An audit of the Temporary Employment Contract was requested by the Adjutant General and conducted for fiscal year 2020-2021. The purpose of this audit was to review the funding and operations, and timekeeping associated with the contract between the Department and the contractor.

This audit report was released in May 2022 and resulted in three findings which were agreed upon by management.

### ***Security Continuous Monitoring***

An audit of the Department's Continuous Security Monitoring was conducted for the 2021-2022 fiscal year. This audit was an enterprise audit out of the Chief Inspector General's Office. The purpose of the audit was to evaluate Department controls and compliance with Chapter 60GG-2.004(2), F.A.C. Security Continuous Monitoring, regarding Information Technology resource monitoring to identify cybersecurity events. The scope of this audit includes current Department cybersecurity continuous monitoring policies, procedures, activities, and processes.

This audit report was released in June 2022 and resulted in two findings which were agreed upon by management.

### ***Family Readiness***

Pursuant to Section 250.5206, Florida Statutes, the Department established a Family Readiness Program Assistance Fund, which is based upon the United States Department of Defense National Guard and Reserve Family Readiness Strategic 2004-2005 initiative. Accordingly, the program provides funding to support need based assistance for residents of Florida that are dependents of Florida National Guard and United States Reserve Forces, on active duty serving in the Global War on Terrorism and who are federally deployed or participating in state operations for homeland defense.

For the reporting period of July 01, 2021 through June 30, 2022, the State of Florida Legislature did not approve funding for the program; therefore, the program had no transactions for purposes of the statutory required audit or semi-annual review. However, Section 250.5206(6), Florida Statutes, requires the Inspector General of the Department to conduct a semi-annual review and an annual audit of the program and issue reports thereon. Consequently, a semi-annual letter was issued for the six-month period ending December 31, 2021 on January 14, 2022, and a letter was issued for the twelve month period ending June 30, 2022 on July 12, 2022. After discussion with the Chief Inspector General, and because no transactions were conducted by the Family Readiness Program for the aforementioned periods, a letter was deemed sufficient to meet the requirement.

Because it is unknown as to whether the Florida Legislature will provide funding in the future, the program is considered dormant until such time when funding is provided. However, because Florida Statute requires the annual audit/semi-annual review to be conducted, the same process will be performed until such time as the statutory requirement is removed or funding becomes available.

### ***External Audit Coordination***

Section 20.055, Florida Statutes, requires the Office of Inspector General to ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication. The Office of Inspector General is the primary liaison with external entities and is responsible for coordination and facilitating responses to audits or reviews by those entities.

The Auditor General initiated an operational audit on March 30, 2020. The audit fieldwork for the operational audit was ongoing from March 2020 throughout most of the 2021-2022 fiscal year. Report number 2022-198 was issued in May 2022 with ten findings at the Department.

The Auditor General initiated the State of Florida's Federal Awards Audit on July 6, 2021, for the 2020-2021 fiscal year. Report number 2022-189 was issued in March 2022 with no findings at the Department.

### ***Performance Measures***

As part of our annual audit plan, we conducted a performance measure assessment pursuant to Section 20.055(2), Florida Statutes. We assessed the validity and reliability of four performance measures reported in the Department's 2022-2023 Long Range Program Plan (LRPP). We discussed with Department management the development of performance measures, standards, and procedures for the evaluation of Department programs. A management review of the LRPP was completed and issued on January 25, 2022.

It was determined that all four performance measures provided a reliable measure of Department performance. It was also determined that all four performance measures provided valid data that supported what was being measured.



### ***Internal Audit Internal Assessment***

During the 2021-2022 fiscal year, we monitored the internal audit activity by performing an internal assessment of the Office of Inspector General, in accordance with the IIA Standards.

### **INTERNAL INVESTIGATION ACTIVITY**

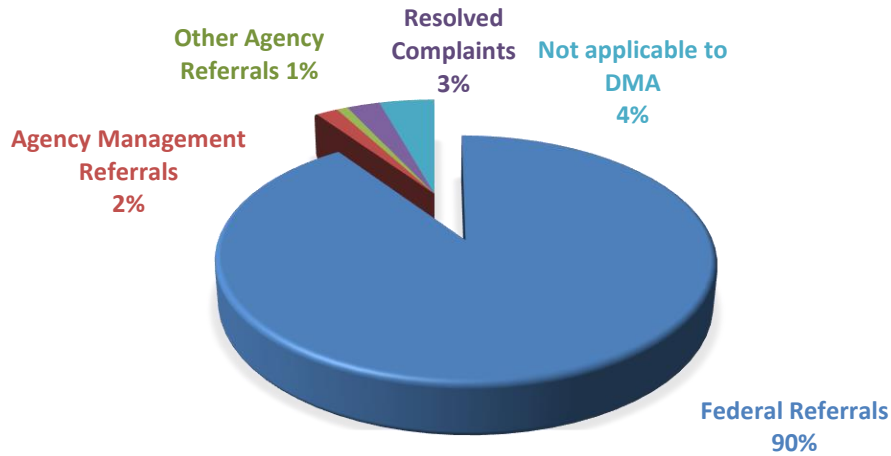
The Inspector General is responsible for the management and operation of the Department's internal investigations as they relate to state employees and programs. In addition, the Department has a Command Inspector General who is tasked with all Federal investigations relating to the soldiers and airmen themselves. Investigations are designed to deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses.

The investigative duties and responsibilities of the Inspector General, as defined in Section 20.055(7), Florida Statutes, include:

- Receiving complaints and coordinating activities of the Department in accordance with the Whistle-Blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes.
- Receiving and considering complaints that do not meet the criteria for an investigation under the Whistle-Blower's Act and conducting, supervising, or coordinating inquiries, investigations, or reviews, as the Inspector General deems appropriate.
- Reporting expeditiously and appropriately to the Department of Law Enforcement or other law enforcement agencies when the Inspector General has reasonable grounds to believe there has been a violation of criminal law.
- Conducting investigations and other inquiries free of actual or perceived impairment to the independence of the Inspector General or the Office of Inspector General. This includes freedom from any interference with investigations, timely access to records, and other sources of information.
- Submitting timely final reports on investigations conducted by the Inspector General to the Chief Inspector General and the Adjutant General, except for whistle-blower's investigations, which are conducted and reported pursuant to Section 112.3189, Florida Statutes.

### *Investigation Activities*

The chart below depicts the complaint intake activities conducted during the 2021-2022 fiscal year:



During the current reporting period, the Inspector General received 115 complaints by telephone, letter, or e-mail. All received complaints were evaluated to determine if whistle-blower status, in accordance with Sections 112.3187-112.31895, Florida Statutes, the Whistle-blowers Act, was warranted. No complaints received during the reporting period of July 1, 2021, through June 30, 2022, were designated as whistle-blower status. There were no investigations conducted during the fiscal year. However, we did resolve three issues in a timely manner with no formal investigation deemed necessary. These complaints were reviewed and found to be unsubstantiated. We received 104 complaints which, based upon preliminary survey, were determined to be of a Federal nature and, consequently, not within the jurisdiction of the Department's state Office of Inspector General. These matters were referred to the Command Inspector General for the Florida National Guard.

### OTHER ACTIVITIES

During the 2021-2022 fiscal year, we provided management guidance on various issues regarding policy and program administration. In addition, we provided assistance and information to the Chief Inspector General's Office as required and requested.